PROVINCE OF SASKATCHEWAN

11-12

ANNUAL REPORT

APPRENTICESHIP AND TRADE
CERTIFICATION COMMISSION

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Letters of Transmittal

October 2012

The Honourable Vaughn Solomon Schofield
Lieutenant Governor of Saskatchewan
4607 Dewdney Avenue
REGINA SK S4T 1B7

Your Honour:
I have the privilege to present the Saskatchewan Apprenticeship and Trade Certification Commission Annual Report for the year ending June 30, 2012. The financial statements included in the report were prepared in accordance with *The Apprenticeship and Trade Certification Act, 1999*.

Respectfully submitted,

Bill Boyd
Minister Responsible for the
Saskatchewan Apprenticeship and Trade Certification Commission

October 2012

Honourable Bill Boyd
Minister Responsible for the Saskatchewan Apprenticeship
and Trade Certification Commission
Room 340, Legislative Building
REGINA SK S4S 0B3

Dear Minister Boyd:

We have the honour to present the Annual Report of the Saskatchewan Apprenticeship and Trade Certification Commission for the period July 1, 2011 to June 30, 2012.

Respectfully submitted,

Garry Kot
Commission Board Chairperson

Joe Black
Chief Executive Officer

A Message from the Commission Board Chairperson

The Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) 2011-12 Annual Report showcases the exemplary work of the Commission over the past year. I am pleased to present the report on behalf of the Commission Board of Directors.

It has been another year of progress for the industry-led Commission Board, which provides strategic direction for the operations of the SATCC. We are happy to report we continued to experience success working to the goals identified in the SATCC 2009-12 Strategic Plan. The SATCC Board recently drafted the 2012-17 Strategic Plan, which will guide the Commission as it enhances the apprenticeship system in the province over the next several years. The Board has a commitment to review the Plan each year.

I would like to thank my colleagues on the SATCC Board of Directors, the staff at the Commission, and our partners in government, industry and the training system for contributing to our plan for the future while continuing to support and collaborate on the apprenticeship model. The shared belief and common goals allow us to create a better system for our apprentices, industries, and the economy of this province.

The volunteer members of the Board provide much of their time and talents in developing a strong Commission. I would like to thank retiring Board members Randy Nichols and Gerry Craswell. We look forward to welcoming the new members who will replace them at a time when a thriving economy creates a greater need for apprenticeship.

In 2011-12, the Commission Board undertook many activities, including reviewing and renewing Board policies, restructuring apprenticeship fees, and supporting the Lean Initiative. Through process mapping and a continuous quality improvement initiative, the SATCC is developing more streamlined, standardized and consistent work processes.

The Board focused on succession management in 2011-12, as Joe Black announced his upcoming retirement as CEO. A CEO Search Committee was formed to lead the search for a new CEO to continue the progress the SATCC made under Joe's leadership. We thank Joe for his commitment to the apprenticeship program and wish him all the best in his retirement.

As an Apprenticeship Commission, we were honoured to be chosen as the host for the Canadian Apprenticeship Forum (CAF)'s 2012 National Apprenticeship Conference, held in Regina for the first time. The event showcased Saskatchewan's best while providing thought-provoking speakers, topics and forums for discussion.

The Board of Directors is just a part of the large number of volunteers who make apprenticeship possible. The approximately 400 people who sit on Trade Boards, Curriculum and Examination Development Boards and Trade Examining Boards deserve special recognition for their time spent upholding the high quality standards for service delivery and certification.

Garry Kot, Commission Board Chairperson

A Message from the Chief Executive Officer

Success has continued for the Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) in the 2011-12 fiscal year, as documented in the pages of the annual report.

The importance of the apprenticeship system to Saskatchewan's economy is evident by the growth in numbers of apprentices and certifications that support the labour market.

As Saskatchewan's economy continues to grow, the skilled trades are literally building our province. At year end, there were 9,724 apprentices registered in Saskatchewan. This is a 43.4% increase between 2007 and 2012 – a rate of growth which has outpaced both Alberta and British Columbia. The labour requirements for construction, mining, and oil and gas are forecast to continue to grow, identifying a continued increase in the need for skilled labour. Apprentices are already active in the provincial workforce, contributing to the Saskatchewan economy as employed citizens.

The annual report documents the operational activities and financial results of the SATCC from July 1, 2011 to June 30, 2012. It reports on the activities and achievements of the Commission as related to the goals, key actions and performance measures outlined in the SATCC 2009-12 Strategic Plan and the 2011-12 Business Plan. As a Commission, we are proud to report to the public, stakeholders, and the Government of Saskatchewan on the accomplishments over the past year.

The Commission is faced with a growing number of apprentices and finite resources. Answering this need, a tuition adjustment was made for the 2012-13 year. The Commission also undertook various initiatives to assess the work processes of each business unit to create streamlined and effective services through the government-wide Lean Initiative. Each work group interacted with a facilitator and staff-led recommendations were implemented to create more sustainable, efficient processes and procedures.

Additional initiatives over the past year have enhanced the very successful apprenticeship system. A highlight is a redesigned website, which has led to increased accessibility to information and documents.

The Saskatchewan Youth Apprenticeship (SYA) Program and the SYA Industry Scholarship Program continue to be highly successful. With the support of industry partners and the Government of Saskatchewan, we were pleased to increase the number of $1,000 SYA Industry Scholarships from 40 to 80 this year, providing increased incentives for youth to enter the skilled trades.

The Canadian Apprenticeship Forum 2012 National Apprenticeship Conference was held in Regina at the beginning of June. It was a time to showcase the SATCC to a national apprenticeship audience, and collaborate on ways to improve the apprenticeship system throughout the country.

I would like to thank the Ministry of Advanced Education (formerly the Ministry of Advanced Education, Employment and Immigration) for its commitment to the apprenticeship system in Saskatchewan. Our partnership for the majority of the 2011-12 fiscal year led to many improvements and developments. We look forward to continuing this work with the Ministry of the Economy.

My thanks go out to the staff at the SATCC, who are the force behind a strong apprenticeship and trade certification system. I would also like to recognize our industry partners, who support and drive the success of the system.

I want to acknowledge the Board of Directors, who provide the focus for the Commission. With its guidance, we will soon enter into a new Strategic Plan, ensuring the apprenticeship system in Saskatchewan continues to grow and thrive for those we serve – apprentices, employers, tradespersons, and the province of Saskatchewan.

Joe Black

Joe Black, CEO

Alignment with Saskatchewan Government Direction

The Commission's strategic goals, key initiatives, operations and programs align with and support Saskatchewan's strategic direction as set out in the provincial vision and strategic goals.

The Government vision is:

- Saskatchewan will be the best place in Canada – to live, to work, to start a business, to get an education, to raise a family and to build a life.

The Government's vision is supported by the following four strategic goals:

- Sustaining growth and opportunities for Saskatchewan people.
- Improving our quality of life.
- Making life more affordable.
- Delivering responsive and responsible government.

Government's vision and strategic goals provide a directional framework for ministries, agencies and third parties to align with these priorities and to develop their plans to achieve greater success in efficient delivery of government services.

Apprenticeship and trade certification is a demand-side training program, contributing to Saskatchewan's labour market development. Apprenticeship training differs from supply side pre-employment type training programs that are generally offered in post-secondary training institutions to prepare graduates for entry into the workforce. Apprenticeship provides a platform for workplace training and industry certification in 47 designated skilled trades and 23 sub-trades.

To become a registered apprentice, a person must be employed with a sponsoring employer. The employer must be willing to register the apprentice with the SATCC and be committed to releasing the apprentice annually for technical training. The employer provides the workplace training that allows the apprentice to learn and accomplish the competencies of the skilled trade, typically resulting in a Journeyperson Certificate of Qualification.

With continued high numbers of registered apprentices and large numbers of people moving through the system, the Commission supports industry growth through the development of a highly skilled and competitive labour force. This results in an enhanced provincial economy.

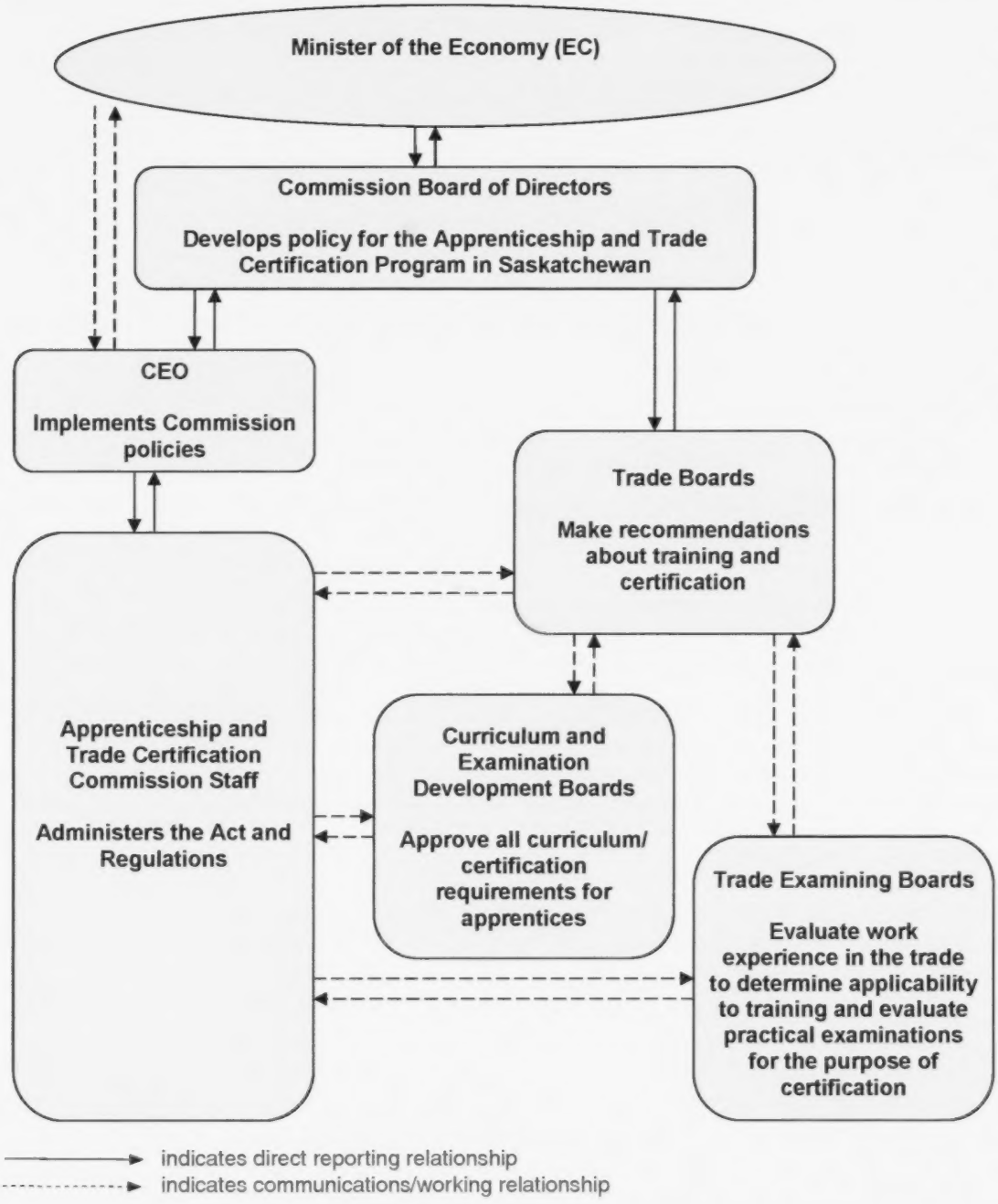
New and existing SATCC programs engage Saskatchewan youth and the Aboriginal population. The Commission continues to demonstrate strong leadership in apprenticeship and trade certification throughout Canada that ensures program effectiveness and continuous improvement.

In the following table, the SATCC highlights the alignment of its operations and actions in support of Saskatchewan's strategic goals.

PROVINCIAL STRATEGIC GOAL	SATCC ACTIONS AND OUTCOMES WHICH DEMONSTRATE ALIGNMENT
Sustaining Growth and Opportunities	As of June 30, 2012, there were 9,724 apprentices registered in 47 designated trades. The apprenticeship model integrates workplace experience and technical training. During 2011-12, 1,682 journeyperson certificates were issued.
Sustaining Growth and Opportunities	Worked with other provinces to ensure labour mobility. Of 53 Red Seal trades, Saskatchewan has designated 39.
Sustaining Growth and Opportunities	Continued support of programs targeted to youth, Aboriginal people and women in predominately male trades.
Sustaining Growth and Opportunities	In the past year, 12,582 registered apprentices and tradespersons received services; technical training seats increased 73.2% over the past five years to support increased numbers of registered apprentices.
Sustaining Growth and Opportunities	Managed skilled trade workplace, technical training and certification programs in 47 designated trades.
Sustaining Growth and Opportunities	Maintained Saskatchewan's position as a leader in national and interprovincial apprenticeship and skilled trade committees and organizations. Partnered with Alberta on the Blue Seal program to encourage both apprentices and journeypersons to develop their business skills to become entrepreneurs.
Sustaining Growth and Opportunities	During 2011-12, the Saskatchewan Youth Apprenticeship (SYA) Program had 3,508 students participating; 151 SYA graduates entered apprenticeship. The SYA Industry Scholarship Program doubled its scholarships to 80 awarded annually through SYA Industry Sponsorship.
Delivering Responsive and Responsible Government	Full compliance with financial standards and provision of audited financial statements in the annual report. The accountability model ensured focus on measurable outcomes.
Delivering Responsive and Responsible Government	Aboriginal Apprenticeship Initiative (AAI) operated and expanded over the past nine years. In 2011-12, the SATCC provided over $434,000 in funding to eight projects.
Delivering Responsive and Responsible Government	The SATCC managed its funding to ensure balanced budgets.
Delivering Responsive and Responsible Government	Highly skilled and knowledgeable employee group and competent, experienced management team.

Commission Overview

Governance


Minister of the Economy (EC)
Commission Board of Directors
Develops policy for the Apprenticeship and Trade Certification Program in Saskatchewan
CEO
Implements Commission policies
Trade Boards
Make recommendations about training and certification
Apprenticeship and Trade Certification Commission Staff
Administers the Act and Regulations
Curriculum and Examination Development Boards
Approve all curriculum/ certification requirements for apprentices
Trade Examining Boards
Evaluate work experience in the trade to determine applicability to training and evaluate practical examinations for the purpose of certification
indicates direct reporting relationship
indicates communications/working relationship

Authority

The Apprenticeship and Trade Certification Act, 1999 establishes the Commission as a corporation and agent of the Crown, and authorizes it to manage the apprenticeship and trade certification system in Saskatchewan.

The Commission has the authority to make regulations to ensure the efficient and effective operation of the apprenticeship system and to meet the needs of industry in a timely manner. Through the industry board structure and the Act, the Commission is accountable to the industry it serves and the Government of Saskatchewan.

In 2011-12, the Commission reported to the Minister of Advanced Education (formerly Minister of Advanced Education, Employment and Immigration). As of May 25, 2012, it reports to the Minister of the Economy, who is responsible for the administration of *The Apprenticeship and Trade Certification Act, 1999.* The Commission has 72.4 full time equivalent (FTE) positions and operates nine offices in Saskatchewan.

Mandate and Operational Activities

The Commission uses its human, financial and capital resources to achieve its vision and mandate through key programs and operations.

The following principles and values guide the Commission's work both internally and externally:

- Industry-focus
- Collaboration
- Responsiveness
- Equity
- Transparency
- Accountability
- Innovation
- Excellence

Vision

A skilled and representative trades workforce, industry trained and certified.

Mandate

To develop and execute a relevant, accessible and responsive apprenticeship training and certification system to meet the needs of employers, apprentices, journeypersons and tradespersons.

Operational Activities

The following responsibilities and activities are key to the Commission fulfilling its mandated and legislated responsibilities.

- Administrative support for apprenticeship registration and record keeping for all Saskatchewan apprentices and journeypersons.
- Assess apprentice work experience and prior learning.
- Administrative support and facilitation of Commission and Trade Board activities.
- Facilitate the development, review and updating of apprenticeship curricula.
- Develop and implement an annual technical training plan for registered apprentices.
- Develop and administer examinations.
- Administer journeyperson certificates.
- Monitor workplace apprenticeship programs and regulate through employer visits.
- Administer apprentice allowances for technical training.
- Initiate and maintain partnerships with industry, government, other jurisdictions and various stakeholders.
- Participate in interprovincial apprenticeship and trade certification and related activities.
- Develop and implement program promotion and awareness materials and campaigns.
- Prudent management of financial and human resources.
- Continuous quality improvement.

Board of Directors

A Board of Directors of up to 20 members, from which the members annually elect the Chair and Vice-Chair, is appointed by the provincial government to govern the Commission. Twelve members equally representative of employers and employees are selected by industry, based on sectors. Other Board members are selected by the Minister Responsible for the Commission and represent additional stakeholders in the apprenticeship and trade certification system, including government, training providers and equity groups.

Commission Board Membership – as of June 30, 2012

Commission Board Chairperson
- Garry Kot – Construction Sector Employee Representative

Commission Board Vice-Chairperson
- Doug Christie – Construction Sector Employer Representative

Commission Board Members

Agriculture, Tourism and Service Sector
- Theresa Hards – Employee Representative
- Linda Turta – Employer Representative

Construction Sector
- Monte Allan – Employer Representative
- Gregory Gaudet – Employee Representative
- Randy Nichols – Employee Representative (resigned October 7, 2011 – position vacant)
- Brent Waldo – Employer Representative

Motive Repair Sector
- Tim Earing – Employee Representative
- Bryan Leier – Employer Representative

Production and Maintenance Sector
- Jim Deck – Employer Representative
- Clarence George – Employee Representative

Other
- Frank Burnouf – Northern Saskatchewan
- David Boehm – Ministry of AE (formerly AEEI) (appointed September 15, 2011)
- Reg Urbanowski – Ministry of AE (formerly AEEI) (until September 14, 2011)
- Gerry Craswell – Ministry of Education (resigned January 9, 2012 – position vacant)
- Doug Mitchell – Persons with Disabilities
- Vince Morrissette – First Nations
- Marral Thomson – Women in Trades
- Brett Vandale – Métis
- Brent Waldo – SIAST

The Commission Board has adopted the following standing and ad hoc committee structure to facilitate the work of the Board in developing recommendations for the Board's consideration.

Board Standing Committees

Executive Committee
Assists the Board by providing guidance and advice in relation to any matters delegated to it.

Finance/Audit Committee
Assists the Board by ensuring the adequacy and effectiveness of the financial reporting, internal controls and management information systems.

Governance Committee
Assists the Board by providing guidance and advice in relation to Board governance, processes, policies and principles.

Inclusion and Program Innovation Committee
Assists the Board by providing guidance and advice in relation to inclusionary practices and innovations in apprenticeship programming.

Ad Hoc Committees of the Board

Standards Committee
Assists the Board in considering issues related to standards of training, certification, examinations, curriculum and entrance requirements, and to provide guidance to Trade Boards on standards related to those issues.

Trade Board Appointments Committee
Assists the Board by reviewing and developing recommendations for the appointment of members to Trade Boards.

CEO Appointment Search Committee
Responsible for leading the search for a new CEO.

Strategic Planning Committee
Assists the Board by leading the process for renewing the SATCC Strategic Plan.

2011-12 Results at a Glance

- Saskatchewan has 47 designated trades, four of which have a compulsory apprenticeship requirement and one which is regulated, as well as 23 sub-trades. See Appendix F for a complete list.

As of June 30, 2012:

- 1,288 persons of Aboriginal ancestry are registered apprentices.
- 355 women are registered as apprentices in predominately male occupations.
- $434,000 of funding has been dedicated to eight Aboriginal Apprenticeship Initiatives.
- 3,508 youth apprentices are registered in 265 high schools across the province.
- 80 - $1,000 SYA Industry Scholarships have been presented to Saskatchewan students completing Grade 12.
- 56.3% of registered apprentices live outside the urban centres of Regina and Saskatoon.

From July 1, 2011 to June 30, 2012:

- 12,582 clients, including registered apprentices and tradespersons, received SATCC services.
- 2,618 employers hired registered apprentices.
- 1,682 Journeyperson Certificates were issued.
- The average age of Level 1 apprentice – 24.5 years.
- The SATCC Facebook page maintained 4,921 daily active users in total and 56,477 views of the news feed.
- 95% of the technical training seats purchased by SATCC were filled by SATCC clients.

2011-12 Year in Review

The SATCC serves the needs of tradespersons and apprentices who are employed and registered in the skilled trades.

As the need for skilled labour in Saskatchewan continues to grow, the role of the Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) becomes increasingly important in managing the apprenticeship system. Apprenticeship provides the framework for workplace training, the coordination of technical training, and the opportunity for industry certification in 47 designated trades and 23 sub-trades.

Apprentices learn at the workplace and in technical training as they work to become fully certified. Because apprentices are employed and engaged in their chosen careers, they significantly contribute to Saskatchewan's growing economy.

The SATCC 2011-12 operating year was July 1, 2011 to June 30, 2012. During this period, the SATCC registered 3,202 new apprentices, issued 1,541 Completion of Apprenticeship Certificates and 1,682 Journeyperson Certificates. Services were provided to 12,582 registered apprentices and tradespersons throughout the year. At year end, 9,724 apprentices were registered, a 3.0% increase year over year and a 43.4% increase since 2006-07.

The demand for technical training seats continued to grow with additional apprentice registrations. In 2011-12, an increase to the government grant allowed the SATCC to offer the training seats required by industry; 5,710 apprentices were able to attend technical training. This is an increase of 73.2% over 2006-07 numbers.

The Government of Saskatchewan encouraged the pursuit of Lean Initiatives, focusing on providing greater efficiency in various ministries and agencies. The SATCC embraced this initiative, contracting a facilitator to aid in mapping and assessing work processes in each of the Commission's business units. At year end, the mapping project was near completion and projected to end in August 2012. Throughout 2011-12, the results of the project led to increased efficiency and improved client-centered services. As the SATCC continues to grow, it will do so without compromising service and through alignment with government priorities. The SATCC has committed to continuous quality improvement work processes.

The Commission continued to perform as a leader with the development and growth of many programs, including the Saskatchewan Youth Apprenticeship (SYA) Program, the SYA Industry Scholarship Program, and the renewal of the Commission's Strategic Plan for 2012-17.

The Aboriginal Apprenticeship Initiatives (AAI) program is designed to increase Aboriginal access, participation and success in apprenticeship trades by delivering training and work experience close to First Nations communities where they feel more comfortable with their training and can learn from each other. AAI projects work to create long-term employment and economic development opportunities for the communities. The Saskatchewan Aboriginal Apprenticeship Council, an SATCC and Aboriginal community partnership, invites proposals for training in the designated trades that meet the needs and aspirations of Aboriginal people in the community and in the workplace. The Council reviews all proposals and makes recommendations to the Commission. The SATCC then funds the projects approved for delivery.

The SATCC is a full partner in the Aboriginal Apprenticeship Initiative led by the Gabriel Dumont Institute (GDI). In 2011, GDI and Human Resources and Skills Development Canada signed an agreement under the federal Skills and Partnership Fund. The Initiative will receive $2.4 million over two years with the primary goal of increasing Aboriginal participation in apprenticeship and the skilled trades. The SATCC serves on the Steering Committee.

Many key partners make the apprenticeship system possible. The SATCC works closely with:

- Employers
- Apprentices and tradespersons
- Employer associations
- Labour organizations
- Sector Councils
- The provincial government

- The Saskatchewan Institute of Applied Sciences and Technology (SIAST)
- Saskatchewan regional colleges
- Other training providers
- Aboriginal organizations
- The Canadian Council of Directors of Apprenticeship (CCDA)

The SATCC client base continues to grow each year because of the demand for skilled tradespersons in industry, particularly the construction and non-agricultural natural resource extraction (mining, oil and gas) sectors. Increased awareness of apprenticeship and grant programs. also lead to increased numbers of apprentices.

In a typical apprenticeship term, 85% of learning occurs in the workplace, with the balance in a technical training setting, usually a public or private college. The employer provides opportunities for the apprentice to learn the broad range of skills in the trade through working with experienced journeypersons.

The SATCC undertakes a number of activities to support the relationship between employers and apprentices.

- Assisting employers, apprentices and supervising journeypersons to understand and meet the workplace training requirements of the apprenticeship program.
- Establishing and maintaining occupational standards in the skilled trades.
- Providing information about the services and benefits of the apprenticeship program to apprentices, tradespersons, workplace mentors and employers.
- Evaluating individual workplaces for the delivery of on-the-job apprenticeship training.
- Ensuring employers comply with journeyperson and apprentice training ratios.
- Developing and distributing standards and guidelines for the workplace training component.
- Developing workplace training plans for individual employers and apprentices.
- Developing, revising and/or approving technical training curricula for all designated trades in Saskatchewan.
- Developing, revising and validating examinations for use in designated trades in Saskatchewan.
- Participating in, and contributing to, the Interprovincial Standards Red Seal Program across Canada.

Each of Saskatchewan's 47 designated trades has dedicated industry representation through the participation of almost 400 members who balance various interests on Trade Boards (TB), Curriculum and Examination Development Boards (CEDB) and Trade Examining Boards (TEB). Over the last year, these Boards revised 30 interprovincial examinations and 115 provincially developed examinations and supporting documents.

The Red Seal Program encourages the Pan-Canadian harmonization of jurisdictional apprenticeship training and certification programs by developing and maintaining interprovincial standards for the 53 Red Seal trades. The SATCC uses only Red Seal standards and examinations in Red Seal trades. The remaining trades are provincially designated only and are not part of the Red Seal program.

The SATCC ensures Saskatchewan continues to play a leadership role in interprovincial apprenticeship activities by participating on national committees as follows.

- The SATCC CEO is a member of the CCDA.
- The SATCC Director of Apprenticeship is the Chair of the Interprovincial Computerized Examination Management System (ICEMS) Working Group
- SATCC Assistant Director, Program Development - representative on the Red Seal Interprovincial Standards and Examination Committee (ISEC).
- The SATCC Strategic Advisor to the CEO is a member of the CCDA Research Committee.
- The SATCC Director of Communications and Marketing is a member of the CCDA Communication and Promotion Committee.

The SATCC was active on the national front as host of the Canadian Apprenticeship Forum (CAF) biennial National Apprenticeship Conference in Regina from June 3rd to 5th. Over 400 attendees from across Canada participated in the successful three-day event, which showcased Saskatchewan to national stakeholders.

2011-12 Performance Results

Introduction

The Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) 2011-12 Business Plan set out the goals, key actions and performance measures the Commission would undertake during the year, including key initiatives and program priorities.

This section articulates and reports the goals, key actions and performance results for SATCC operations from July 1, 2011 to June 30, 2012.

Goal 1
Service Delivery Excellence

To identify, develop, deliver and evaluate services and service targets to meet the needs of internal and external clients.

Key Action 1A

Ensure programs and services are delivered to apprentices, employers and tradespersons to meet the SATCC quality and service standard.

Performance Measures and Results for 1A

- Measure: 3,700 employer consultations/ workplace visits. Result: 3,953 achieved.
- Measure: Communicate at least once with each new apprentice (3,100 forecast). Result: 3,202 new apprentices received SATCC communication.
- Measure: Achieve success rates above national average on Red Seal exams. Result for the 2011 calendar year:

% candidates passed		
	Apprentices	**Trade Qualifiers**
Saskatchewan	81%	61%
National Avg*	78%	59%

** includes results from Saskatchewan*

- Measure: Improve employer satisfaction with quality of certified journeypersons. Result:
  - 94.6% of employers surveyed are satisfied with the ability of their apprentices to perform tasks as expected.[1]
  - 96.3% of employers surveyed are satisfied with the ability of their apprentices to contribute to the success of their company.[1]

[1]Apprentice and Employer Satisfaction Survey Report (SATCC, August 2010). Updated survey planned for 2012-13. The report is available at: http://www.saskapprenticeship.ca/PUBLICATION/Other_Reports__Info/

Key Action 1B

Develop Annual Training Needs Assessment and Annual Training Plan to deliver apprenticeship technical training to registered apprentices.

Performance Measures and Results for 1B

- Measure: Technical training opportunities for 6,100 registered apprentices. Result: 6,123 training seats purchased.

Apprentices: Registrations, Completions and Cancellations Five Year Overview 2007-08 to 2011-12

Year	Newly Registered Apprentices	Journeyperson Certificates Issued	Completions	Cancellations	Total Registered Apprentices
2011-12	3,202	1,682	1,541	1,379	9,724
2010-11	2,854	1,576	1,328	1,220	9,442
2009-10	2,778	1,258	1,225	1,341	9,136
2008-09	2,827	1,235	1,036	997	8,924
2007-08	2,853	1,150	861	640	8,130

Key Action 1C

Ensure national industry standards, Red Seal products and provincial products reflect industry standards based on input from industry stakeholders.

Performance Measures and Results for 1C

- Measure: 110 industry board and committee meetings. Result: 125 meetings held.
- Measure: 100% of Red Seal and provincial products meet quality assurance standards. Result: Established CCDA and Red Seal standards are followed by the SATCC in the production of all 63 documents produced for external use.

Key Action 1D

Represent Saskatchewan interests and provide leadership at the national and interprovincial level.

Performance Measures and Results for 1D

- Measure: SATCC staff to participate in CCDA, ISEC, ICEMS, CAF, and other national initiatives. Result: Senior staff participated in numerous ongoing national activities and initiatives.
  - CEO - member of both the CCDA and CAF Board of Directors
  - Director of Apprenticeship - Chair of the Interprovincial Computerized Examination Management System (ICEMS) Working Group
  - SATCC Assistant Director, Program Development - representative on the Red Seal Interprovincial Standards and Examination Committee (ISEC)
  - Strategic Advisor to the CEO - member of CCDA Research Committee and member on the CAF 2012 Conference Steering Committee
  - Communications and Marketing Manager (to May 1, 2012) and Director of Communications and Marketing (after May 1, 2012) - member of CCDA Communication and Promotion Committee

Goal 2 Staff Resources

To recruit and maintain a positive, flexible, and knowledgeable staff with access to training for innovative and technological change to ensure that human resources are able to support organizational needs.

Key Action 2A

Develop and maintain a healthy and supportive team environment which promotes a diverse workforce.

Performance Measures and Results for 2A

- SATCC workforce based on Saskatchewan Human Rights targets.
  - Persons of Aboriginal ancestry – Measure: 13.1%. Result: 13.6%.
  - Persons with disabilities – Measure: 5.5%. Result: 7.6%.
  - Members of visible minority groups – Measure: 6.6%. Result: 3.0%.
  - Women in management and non-traditional occupations – Measure: 47%. Result: 45%.
- Measure: Employee separation rate between 5% and 8%. Result: 15.2% due to a higher than expected number of retirements.

Key Action 2B

Evaluate and adjust SATCC Staff Training and Development Plan and continue promotion of staff participation in the optional Employee Development Plan (EDP).

Performance Measures and Results for 2B

- Measure: 80% employee participation in staff training and development. Result: 79%.
- Measure: 50% employee participation in optional EDP. Result: 26%.

Key Action 2C

Evaluate and adjust governance and leadership training for Board members and senior management.

Performance Measures and Results for 2C

- Measure: SATCC Board of Directors review and revise Board Governance work plan. Result: The SATCC Board participated in the Ministry of Advanced Education's Action Plan on Accountability and Governance. A detailed inventory of the current SATCC governance and accountability policies and practices was produced. Subsequent to year end, when the inventory is finalized, the SATCC Board of Directors will review and revise its current governance work plans based on the inventory.
- Measure: Continue Board Appraisal Survey.

Result: Completed by all SATCC Board members in January 2012. Results reviewed by Board Governance Committee and presented to the Board of Directors.

- Measure: Annual Board planning session with Board of Directors and senior management. Result: Completed a strategic planning session in May 2012.
- Result: Senior Management completed media training.

Goal 3
To promote apprenticeship as a valuable and rewarding career choice

Key Action 3A
Continue to deliver the Aboriginal Apprenticeship Initiatives (AAI).

Performance Measures and Results for 3A
- Measure: Diverse range of applications reviewed and a variety of different projects awarded; provide $400,000 in dedicated AAI funding. Result: Applications made for 20 projects, of which eight were funded for a total of $434,000.

Key Action 3B
Work with immigrant serving agencies, SIAST and other government agencies to create a transitional path to employment, training and trade certification for new Canadians.

Performance Measures and Results for 3B
- Measure: Attend five consultations regarding foreign trained workers in the skilled trades. Result: Nine consultations attended.

Key Action 3C
Support Women in Trades and Technology through promotion of skilled trades as a career for women.

Performance Measures and Results for 3C
- Measure: Focus advertisements on women in predominantly male trades. Result: 14 ads placed.
- Result: SATCC purchased an annual membership in SaskWITT.

Key Action 3D
Promote the Saskatchewan Youth Apprenticeship (SYA) Program and SYA Industry Scholarships.

Performance Measures and Results for 3D
- Measure: 200 presentations and tradeshows. Result: 537 presentations made.
- Measure: 245 schools participating. Result: 265 schools.
- Measure: Report the percentage of SYA graduates entering into apprenticeship. Result: 16.3%.[1]
- Measure: 40 SYA industry scholarships awarded. Result: 80 SYA industry scholarships awarded to students graduating from high school. The number of scholarships this year doubled from 40 to 80 as a result of funds provided by the Saskatchewan Innovation and Opportunity Scholarship (SIOS) Program. Created by the Government of Saskatchewan in 2011, the goal of the SIOS program is to "match funding raised by post-secondary institutions through private sector and community-based partners."[2]

[1] *This is the first year reporting this statistic. It is based on the number of SYA graduates entering apprenticeship between July 1, 2011 and June 30, 2012, divided by the number of SYA participants who graduated from high school and completed the SYA program by June 30, 2011.*

[2] *http://www.gov.sk.ca/news?newsId=80704453-aca6-468c-a2ac-3b3c84072f5e)*

Aboriginal Apprenticeship Participation		
Year	**Total Aboriginal Apprentices Registered at June 30**	**Certified Aboriginal Journeypersons**
2011-12	1,288	112
2010-11	1,272	123
2009-10	1,216	76
2008-09	1,174	71
2007-08	1,243	66

Saskatchewan Apprentice Registrations of Under-Represented Groups 2007-08 to 2011-12						
Year	Number of Equity Members	Women in All Trades	Women in Predominantly Male Trades	Aboriginal People	Visible Minority	People with Disabilities
2011-12	2,662	950	355	1,288	174	250
2010-11	2,579	853	332	1,272	165	289
2009-10	2,409	824	228	1,216	92	277
2008-09	2,490	915	285	1,174	118	283
2007-08	2,500	882	278	1,243	117	258

Goal 4
Communication

To develop timely, accurate and clear communication methods based on what is needed to communicate and with whom we need to communicate.

Key Action 4A

Collaborate with industry to promote apprenticeship and trades as rewarding career choices.

Performance Measures and Results for 4A

- Measure: Develop promotional materials in partnership with sector organizations. Result: Three completed.
- Measure: Eight apprenticeship news articles highlighting various apprenticeship items. Result: 17 news articles on apprenticeship ran in various media outlets.
- Measure: Expand social media presence. Result: 390 people like our Facebook page, 2,464 total views, 1,161 unique users, 4,921 daily active users, 56,477 daily news feed viewed.
- Measure: 100,000 unique SATCC website visits; 150,000 total website visits. Result: 137,236 unique visitors and 228,959 visits.

Key Action 4B

Profile outstanding achievement in trade certification.

Performance Measures and Results for 4B

- Measure: Hold annual Apprenticeship Awards event. Result: Event held on September 30, 2011.
- Measure: Feature award recipients on the SATCC website. Result: 2011 recipients posted to the SATCC website and profiled in four print ads.

Key Action 4C

Evaluate and adjust as necessary communication themes and key messages, while incorporating key messages from the provincial government to ensure strategic alignment.

Performance Measures and Results for 4C

- Measure: Annual Communication Plan developed and approved. Result: Background research undertaken to begin production of plan.
- Measure: Align Ministry and provincial government strategic plans as part of SATCC reporting functions. Result: The 2010-11 Annual Report, 2012-13 Operations Forecast, and the 2012-13 Business Plan reference and demonstrate alignment with Ministry and provincial government strategic plans.

Goal 5
Managing Financial Resources

Ensure sufficient financial resources for the continued delivery of services to internal and external clients.

Key Action 5A

Develop annual budget based on forecast financial needs.

Saskatchewan Youth Apprenticeship (SYA) Program 2011-12	
Total Number of High Schools Enrolled	265
Total Number of Students Registered as Youth Apprentices	3,508
Number of Students Issued a Certificate of Completion	743
Number of Youth Apprentices Who Registered as Apprentices in the Regular Apprenticeship Program	151
Total Number of SYA Presentations to School Groups	537

Performance Measures and Results for 5A

- Measure: Complete operational forecasts/ budget on time and present to SMT, SATCC Board and Ministry. Result: Three-year operations forecast completed and submitted by September 13, 2011; 2012-13 Business Plan presented to SMT, SATCC Board and Ministry on time.
- Measure: Generate 10% of the SATCC revenue budget from non-grant, non-government sources. Result: 11.1% – $2,338,000 generated on a revenue budget of $21,104,600. Non-grant revenues do not include restricted funds (i.e. funds received for psycho-educational assessments, Foreign Trained Worker Review or SYA industry scholarships).

Key Action 5B

Develop and implement technical options to enhance efficiencies and determine processes for streamlining (includes technical options and office structures).

Performance Measures and Results for 5B

- Measure: Identify inefficiencies (technical, office related), prioritize and implement top two solutions. Result: Process mapping continues; business case in development for online transfer of marks and scheduled to begin in fall 2012. A business case is being developed and a high level estimate is being prepared by ITO to identify the resources required to automate processes to allow clients to obtain and provide information electronically.

Key Action 5C

Contact stakeholders to identify needs and resources for projects.

Performance Measures and Results for 5C

- Measure: 10 consultations with stakeholders to determine their needs and resources. Result: Nine consultations.
- Measure: Apply additional funding to finance special projects, as it becomes available. Result: Three industry partnership brochures completed.

Goal 6
Innovation

Improve processes and technology to streamline programs and activities to provide consistent, accurate information and services to internal and external clients.

Key Action 6A

Identify and encourage innovative and collaborative approaches to experiential and technical training.

Performance Measures and Results for 6A

- Measure: 120 industry board meetings per year. Result: 125 meetings held.
- Measure: Review and revise technical training and materials (Implement recommendations for technical training based on industry input). Result: 13 changes made in Plumber (Gasfitter Training), Steamfitter-Pipefitter (Gasfitter Training), Esthetician-Skin Care, Esthetician-Nail Technician, Machinist, Industrial Instrument Technician, Steel Fabricator and Cook.

Key Action 6B

Design and develop e-learning.

Performance Measures and Results for 6B

Measure: Complete existing e-learning projects and begin new initiatives as funds become available. Result: 100% existing projects complete: Online math, plumber upgrading, industrial mechanic upgrading, automotive service technician upgrading, E-Apprenticeship Design and Development Initiative (EADDI) Carpentry (Level 1 project complete, level 2 begun).

Key Action 6C

Implement delivery of EAPD (Employability Assistance for People with Disabilities); evaluate and revise EAPD as necessary.

Performance Measures and Results for 6C

- Measure: EAPD guidelines will be clearly understood and an operational procedure will be in place. Result: Operational procedure developed, reports completed and submitted.

2011-12 Financial Results

Summary of Financial Results

Grant Revenue
The provincial grant received from the Ministry of Advanced Education, Employment and Immigration and the Ministry of the Economy grew by $1,025,497 in 2011-12. This was primarily the result of receiving one-time funding of $940,000 to cover SIAST collective bargaining agreement costs and $127,500 for staff collective agreement costs.

Fees
In 2011-12, the Commission received $2,231,985 in fees for tuition, apprenticeship registrations, tradesperson applications and administrative services. This represents an increase of $186,231 over the previous year. The increase results from an increase in the number of apprenticeship registrations and in the number of apprentices taking technical training, including foreign trained workers.

Industry Contributions
In 2011-12, industry donations of $104,000 were received for the Saskatchewan Youth Apprenticeship (SYA) Industry Scholarship Program.

Salaries and Personnel Expenses
Salary costs of $3,967,714 in 2011-2012 were approximately $89,814 over budget. The budget incorporated a 10% vacancy rate, while actual vacancies were 7.8%.

Program Contractual Services (Training Costs)
In the 2011-12 year, the Commission's training providers delivered training valued at approximately $18.059 million. Total training costs in the year were approximately $2,908,815 over the previous year, primarily due to the settlement of the collective bargaining agreement and the purchase of additional training seats. The settlement of the collective bargaining agreement included payments for the years 2009-2010, 2010-2011 and the current fiscal year.

Advertising, Promotion and Printing Costs
The budget for advertising and promotional costs in 2011-12 resulted in actual costs which were approximately $85,107 less than 2010-2011.

Budget Deficit versus Actual Deficit
The 2011-2012 year activity resulted in a deficit of $982,008. The budget for the year had anticipated a deficit of $1,081,000. During the 2011-2012 year, actual revenues exceeded the budget by $1,236,757 stemming from one time grant funding, increased client fees, proceeds from products and services ($112,500 from AEEI for the Psycho-Educational Assessments contract and $17,804 Foreign Trained Worker Research Project follow-up), as well as interest income. Program contractual services were over budget by $652,189, stemming primarily from the signing of the SIAST collective bargaining agreement. Other Contractual Services were over budget by $334,839, resulting from taking over the responsibilities for Psycho-Educational assessments, process mapping project expenses and the CEO search costs not included in the budget.

Accumulated Surplus
The accumulated surplus at the end of the fiscal year of $1,458,181 is comprised of financial and non-financial assets. Net financial assets make up $657,809 of the total, of which $76,527 is restricted for Aboriginal initiatives; $207,764 is designated for the SYA Industry Scholarship Program. The Commission Board's policy requires a minimum of $528,748 in financial assets to be maintained as a reserve to maintain operational needs.

Budget Overview for 2012-13
The Commission is budgeting a deficit for 2012-13 in the amount of $766,400 before amortization. Training and Operating expenses will be monitored closely.

Wage-related and training costs in the 2012-13 budget were calculated based on anticipated changes in the public sector Collective Bargaining Agreements and provincial government guidelines for out-of-scope employees.

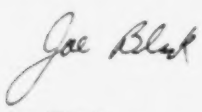
The budgeted salaries expense in 2012-13 includes a 7% vacancy rate. It is expected that retirements and staff movement due to increased job opportunities will continue for the foreseeable future.

Management Report
September 26, 2012

The consolidated financial statements have been prepared by management in accordance with Canadian generally accepted accounting principles for the public sector.

Management has ensured that the consolidated financial statements are presented fairly in all material respects. Management maintains a system of internal controls over accounting and administrative practices to ensure that the information presented is accurate and reliable. These measures provide reasonable assurance that transactions are recorded and executed in compliance with legislation and required authority, and assets are adequately safeguarded.

The Commission Board is responsible for reviewing and approving the consolidated financial statements and ensures that management fulfills its responsibilities for financial reporting. The consolidated financial statements have been audited by the Provincial Auditor of Saskatchewan. The report follows.



Joe Black
Chief Executive Officer

PROVINCIAL AUDITOR
of Saskatchewan

INDEPENDENT AUDITOR'S REPORT

To: The Members of the Legislative Assembly of Saskatchewan

I have audited the accompanying financial statements of the Saskatchewan Apprenticeship and Trade Certification Commission, which comprise the Consolidated Statement of Financial Position as at June 30, 2012 and the Consolidated Statements of Operations and Accumulated Surplus, Change in Net Financial Assets and Cash Flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Public Sector Accounting Standards for Treasury Board's approval, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements present fairly, in all material respects, the financial position of the Commission as at June 30, 2012, and the results of its operations, changes in its net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Regina, Saskatchewan
September 26, 2012

Bonnie Lysyk, MBA, CA
Provincial Auditor

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Saskatchewan Apprenticeship and Trade Certification Commission
Consolidated Statement of Financial Position
As at June 30

	2012	2011
Financial Assets:		
Due from General Revenue Fund (Note 3)	$ 3,675,517	$ 2,603,000
Accounts Receivable (Note 6)	1,004,356	68,060
Total Financial Assets	4,679,873	2,671,060
Liabilities:		
Accounts Payable and Accrued Liabilities	2,438,258	645,735
Accrued Vacation Leave	163,892	145,767
Deferred Revenue (Note 7)	867,678	3,296
Deferred Contributions (Note 8)	552,236	369,489
Total Liabilities	4,022,064	1,164,287
Net Financial Assets (Note 10)	657,809	1,506,773
Non-Financial Assets		
Tangible Capital Assets (Schedule 1)	744,011	863,137
Inventory of Promotional Supplies	11,635	13,353
Prepaid Expenses	44,726	56,926
	800,372	933,416
Accumulated Surplus	$ 1,458,181	$ 2,440,189

(See accompanying notes to the financial statements)

Saskatchewan Apprenticeship and Trade Certification Commission
Consolidated Statement of Operations and Accumulated Surplus
For the Year Ended June 30

	Budget	2012	2011
Revenue:			
Grants – General Revenue Fund	$ 20,057,000	$ 20,950,369	$ 19,924,872
Client Fees	2,085,800	2,231,985	2,045,754
Industry Contributions	12,000	27,303	32,113
Products and Services	39,000	185,961	88,890
Interest	12,000	46,939	36,700
Total Revenue	$ 22,205,800	$ 23,442,557	$ 22,128,329
Expenses:			
Salaries and Personnel	$ 3,877,900	$ 3,967,714	$ 4,113,602
Program Contractual Services	17,427,400	18,079,589	15,170,774
Amortization	165,100	157,061	151,696
Other Contractual Services	579,100	913,939	658,617
Board Expenses (Note 11)	128,300	154,467	155,501
Travel	206,000	183,728	239,754
Telephone	70,300	63,317	75,875
Advertising, Promotion and Printing	272,200	225,065	310,172
Space Rental	361,300	407,240	362,127
Equipment Rental	26,900	22,524	24,433
Office Supplies	66,200	78,545	105,540
Postage, Courier and Freight	80,400	126,064	110,749
Other	25,700	45,312	28,311
Total Expenses	23,286,800	24,424,565	21,507,151
Annual (Deficit) Surplus	$ (1,081,000)	$ (982,008)	$ 621,178
Accumulated Surplus, beginning of year		$ 2,440,189	$ 1,819,011
Accumulated Surplus, end of year		$ 1,458,181	$ 2,440,189

(See accompanying notes to the financial statements)

Saskatchewan Apprenticeship and Trade Certification Commission
Consolidated Statement of Change in Net Financial Assets
For the Year Ended June 30

	2012	2011
Annual (Deficit) Surplus	$ (982,008)	$ 621,178
Purchase of Tangible Capital Assets	(38,370)	(487,515)
Amortization of Tangible Capital Assets	157,061	151,696
Loss on Disposal of Tangible Capital Assets	435	123
	119,126	(335,696)
Acquisition of Prepaid Expenses	12,200	(13,979)
Reduction of Promotional Supplies Inventory	1,718	2,981
	13,918	(10,998)
(Decrease) Increase in Net Financial Assets	(848,964)	274,484
Net Financial Assets, beginning of year	1,506,773	1,232,289
Net Financial Assets, end of year	$ 657,809	$ 1,506,773

(See accompanying notes to the financial statements)

Saskatchewan Apprenticeship and Trade Certification Commission
Consolidated Statement of Cash Flows
For the Year Ended June 30

	2012	2011
Operating Activities:		
Cash Receipts from General Revenue Fund	$ 20,010,369	$ 19,924,872
Cash Receipts from Clients	3,094,531	1,957,522
Interest Received	44,235	30,040
Industry Contributions Received	210,050	87,218
Receipts from the Sale of Products and Services	187,497	89,085
Cash Paid to Employees	(3,939,149)	(3,984,292)
Cash Paid to Suppliers	(2,111,736)	(2,322,359)
Cash Paid to Provide Program Services	(16,231,647)	(15,170,774)
Cash provided by Operating Activities	1,264,150	611,312
Capital Activities:		
Purchase of Tangible Capital Assets	(191,633)	(338,387)
Cash Applied to Capital Activities	(191,633)	(338,387)
Increase in Cash	1,072,517	272,925
Due from General Revenue Fund, beginning of year	2,603,000	2,330,075
Due from General Revenue Fund, end of year	$ 3,675,517	$ 2,603,000

(See accompanying notes to the financial statements)

Saskatchewan Apprenticeship and Trade Certification Commission
Notes to the Consolidated Financial Statements
For the Year Ended June 30, 2012

1. Description of Business

The Saskatchewan Apprenticeship and Trade Certification Commission (the Commission) was established as an entity by *The Apprenticeship and Trade Certification Commission Act, 1999* effective October 1, 1999.

The Commission is an industry-led agency with a mandate to govern and manage the apprenticeship system in Saskatchewan. The purpose of the Commission is to develop industry occupational standards in apprenticeship trades and to provide services to employers and tradespersons supporting certification based on those standards.

2. Significant Accounting Policies

These financial statements are prepared in accordance with generally accepted accounting principles as recommended by the Public Sector Accounting Board of The Canadian Institute of Chartered Accountants and reflect the following significant accounting policies.

a) The Basis of Accounting

The accounts are prepared on the accrual basis of accounting.

b) Revenue

The revenue of the Commission consists of monies provided by the General Revenue Fund (Ministry of the Economy and Ministry of Advanced Education) to operate the Commission and train apprentices, industry contributions, fees charged to apprentices, monies collected from the sale of products and services and interest revenue. Restricted contributions are deferred and recognized as revenue in the year in which the related expense is incurred. Amounts received for tuition fees, and products and services are recognized as revenue in the year that the goods are delivered or services are provided.

c) Expenses

Expenses represent the cost of resources consumed during the period of operations. Expenses include a provision for the amortization of tangible capital assets.

d) Inventories

Inventories of promotional supplies are valued at cost and are expensed as they are consumed.

e) Tangible Capital Assets

Tangible capital asset purchases are recorded at cost.

Tangible capital assets are amortized on a straight-line basis over the following estimated useful life of the asset.

Office Equipment	5 years
Office Furniture	10 years
Computer Hardware	3 years
Leasehold Improvements	Life of lease
Computer Application Software	3 years
System Development	5 years

f) Joint Venture

The Commission has a 2.9% share in a joint venture called the Inter-Provincial Computerized Examination Management System (ICEMS). The results of the joint venture operations have been included in these financial statements using the proportionate consolidation method.

g) Use of Estimates

These statements are prepared in conformity with Canadian generally accepted accounting principles. These principles require management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date the financial statements and the reported amounts of revenue and expenses during the period. Actual results could differ from those estimates. Differences are reflected in current operations when identified.

3. Due from the General Revenue Fund

The Commission's bank account is included in the Consolidated Offset Bank Concentration arrangement for the Government of Saskatchewan.

Earned interest is calculated and paid by the General Revenue Fund on a quarterly basis into the Commission's bank account using the Government's thirty day borrowing rate and the Commission's average daily bank account balance. The average rate for the period July 1, 2011 to June 30, 2012 was 1.06% (2011 – 1.0%)

4. Related Party Transactions

These financial statements include transactions with related parties. The Commission is related to all Saskatchewan Crown agencies, such as ministries, corporations, boards, and commissions under the common control of the Government of Saskatchewan.

Routine operating transactions with related parties are recorded at the rates charged by those organizations and are settled on normal trade terms. In addition, the Commission pays Provincial Sales Tax to the Saskatchewan Ministry of Finance on all its taxable purchases. Taxes paid are recorded as part of the cost of those purchases.

The Commission has not been charged with any administrative costs associated with administrative services provided by the Ministry of Advanced Education and the Ministry of Finance. Also, the Ministry of Finance paid for the employee benefits of the Commission.

The following table summarizes the Commission's transactions with other Government agencies that are not separately disclosed in the financial statements. These transactions are in the normal course of operations and are recorded at agreed upon exchange amounts.

	2012	2011
Expenses:		
Great Plains College	$ 24,286	$ 23,760
Information Technology Office	332,180	317,660
Central Services	131,296	134,786
Northlands College	8,368	48,000
Parkland Regional College	196,748	200,194
SaskTel	65,784	75,395
SaskPower Corporation	309,332	214,703
SIAST	14,737,527	13,932,774
Southeast Regional College	23,365	25,359
Other Related Party Transactions	23,523	4,431
	$ 15,852,409	$ 14,977,062
Accounts Payable:	$ 2,046,253	$ 209,341

Other transactions and amounts due to and from related parties are described separately in the financial statements and notes.

Interprovincial Computerized Examination Management System (ICEMS)

The Province of Saskatchewan entered into an agreement with the Government of Canada, the nine other provincial governments and the three territorial governments to develop an Interprovincial Computerized Examination Management System (ICEMS). The Commission is a member of the ICEMS Steering Committee. The Commission has joint control over the operating policies of ICEMS. The Commission's pro-rata share of its interest in this joint venture is as follows:

	2012	2011
Due from General Revenue Fund	$ 15,252	$ 33,736
Accounts Receivable	1,015	1,550
Accounts Payable and Accrued Liabilities	2,708	410
Revenue – Products and Services	5,013	50,058
Expenses – Other Contractual Services	26,330	25,243

The Federal Government collects the monies for ICEMS from the provinces and territories and forwards them to the Commission. The ICEMS Steering Committee approves disbursements from monies held in trust by the Commission to pay for the development of the ICEMS. Since these monies are held in trust for the ICEMS joint venture, they are not reflected in these financial statements, except as noted above. At June 30, 2012 the Commission held in trust cash for the ICEMS in the amount of $526,069 (2011 - $1,163,649). During the year, the Commission received $191,403 (2011 - $1,696,382) for ICEMS and disbursed $828,983 (2011 - $867,250).

5. Financial Instruments

The Commission's financial instruments include: due from the General Revenue Fund; accounts receivable; accounts payable and accrued liabilities; and accrued vacation leave. The carrying amount of these financial instruments approximates fair value due to their immediate or short-term maturity. These financial instruments have no interest or credit risk.

6. Accounts Receivable

Accounts receivable are composed of the following:

	2012	2011
Grants – General Revenue Fund	$ 985,000	$ 45,000
Interest receivable	12,319	9,614
Other	7,037	13,446
Total Accounts Receivable	$ 1,004,356	$ 68,060

7. Deferred Revenue

Deferred revenue is comprised of tuition fees received from apprentices before June 30, 2012 for training which will occur after June 30, 2012.

8. Deferred Contributions

Deferred Contributions represents unexpended funds externally restricted for the Saskatchewan Youth Apprenticeship Industry Scholarships and Saskatchewan Innovation and Opportunity Scholarship Programs. In 2011-12, the Commission received funds from industry totaling $104,000 and $100,000 from the Ministry of Advanced Education. In 2011-12, 27 $1,000 scholarships were paid out and $5,747 was earned in interest.

9. Operating Lease

The Commission entered into a lease agreement for rental space at 2140 Hamilton Street, Regina. The annual lease payments agreed to are:

2012-2013 - $131,544
2013-2014 - $131,544
2014-2015 - $131,544
2015-2016 - $131,544
2016-2017 - $131,544

The Commission is responsible for the payment of operating expenses related to this premises. The lease agreement expires June 30, 2017.

10. Designated Assets

Designated assets represent amounts set aside by the Commission Board for specific purposes. These amounts are not available for other purposes without written permission of the Board. As of June 30, financial assets have been set aside for the following purposes:

	2012	2011
Financial assets designated for Aboriginal initiatives	$ 76,527	$ 93,045
Financial assets designated for renovations	-	14,235
Financial assets designated for training contracts	-	31,662
Financial assets designated for Saskatchewan Youth Apprenticeship Industry Scholarship Program	207,764	135,000
Undesignated financial assets	373,518	1,232,831
Total Net Financial Assets	$ 657,809	$ 1,506,773

11. Board Expenses

The *Apprenticeship and Trade Certification Act, 1999* establishes the Commission Board and Trade Boards. The *Apprenticeship and Trade Certification Commission Regulations* establishes the Curriculum and Examination Development Boards and Trade Examining Boards. Honoraria and Travel expenses are paid to these board members for attendance at meetings.

The Commission Board manages the business and affairs of the Commission to ensure that they are in conducted in accordance with *The Apprenticeship and Trade Certification Act, 1999* and regulations.

Other Boards in the table below include Trade Boards, Trade Examining Boards, and Curriculum and Examination Development Boards. Trade Boards are responsible for reviewing the Human Resource Plans and making recommendations to the Commission Board regarding entrance requirements, training requirements, certification requirements and changes to regulations. Trade Examining Boards assist in the examination of candidates and assessment of the applicant's past experience and training to determine the applicant's eligibility. The main role of Curriculum and Examination Development Boards is to develop or revise curricula suitable for the training of apprentices and tradespersons, develop or revise examinations to be administered to apprentices and participate in developing, revising and validating inter-provincial standard examinations.

	2012	2011
Commission Board - Honorarium	$ 17,017	$ 15,777
Commission Board - Travel	16,251	24,642
Other Boards - Honorarium	53,630	60,759
Other Boards - Travel	67,569	54,323
Total Board Expenses	$ 154,467	$ 155,501

Schedule 1

Saskatchewan Apprenticeship and Trade Certification Commission
Tangible Capital Assets
As at June 30, 2012

	2012							2011
	Leasehold Improvements	Office Furniture	Office Equipment	Computer Hardware	Computer Application Software	System Development	Total	Total
Opening cost	$ 937,057	$ 270,186	$ 43,868	$ 143,963	$ 76,922	$ 253,525	$ 1,725,521	$ 1,251,043
Additions during the year	28,285	10,085	-	-	-	-	38,370	487,515
Disposals during the year	-	(630)	-	(26,131)	-	-	(26,761)	(13,037)
Closing cost	965,342	279,641	43,868	117,832	76,922	253,525	1,737,130	1,725,521
Opening accumulated amortization	227,553	126,515	37,395	140,474	76,922	253,525	862,384	723,602
Annual amortization cost	125,715	26,059	2,698	2,589	-	-	157,061	151,696
Amortization related to disposals	-	(195)	-	(26,131)	-	-	(26,326)	(12,914)
Closing accumulated amortization	353,268	152,379	40,093	116,932	76,922	253,525	993,119	862,384
Net book value of tangible capital assets	$ 612,074	$ 127,262	$ 3,775	$ 900	$ -	$ -	$ 744,011	$ 863,137

2012-17 Strategic Plan and 2012-13 Business Plan

The SATCC Board of Directors provides strategic leadership for the Commission through the development and approval of a strategic plan. The strategic plan is a road map for success, providing direction and focus for the Commission, ensuring it continues to meet the needs of the industry it serves.

Since the development of the current strategic plan in 2009, the SATCC has continued to experience growth in the demand for services, apprentice registrations, and training. The operational context for the SATCC continues to change and evolve.

The process to review and renew the 2009-12 Strategic Plan included the following.

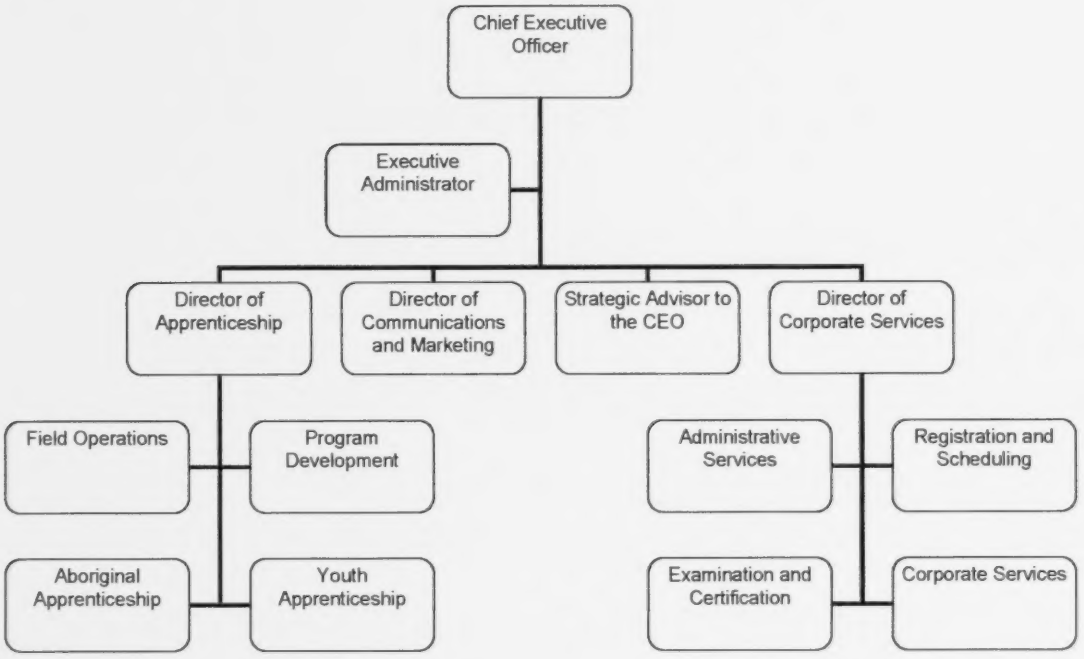
- Engaging HJ Linnen and Associates to support the Board's work;
- Consultations with a wide range of apprenticeship stakeholders;
- An environmental scan;
- Identification of key risks;
- Confirmation of the Commission's vision, mandate and values;
- Identification of the strategic goals and directions necessary to guide the SATCC over the next three years.

The SATCC Board approved the 2012-17 Strategic Plan. It can be found on the SATCC website at: http://www.saskapprenticeship.ca/publications-resources/other-reports-info/.

The 2012-13 Business Plan was approved by the SATCC Board of Directors on May 31, 2012. It includes the goals, key actions and performance measures for the 2012-13 fiscal year as well as the annual budget that will support the operational activities.

The Commission's 2012-13 Business Plan can be found on the Commission website at http://www.saskapprenticeship.ca/publications-resources/other-reports-info/

Appendix A:
Organizational Chart - June 30, 2012



Appendix B:
Key Operational Factors

Key Operational Factors or Activities (for reporting year ending June 30, 2012)	2011-12 Actual	2011-12 Business Plan Projections
Registered apprentices	9,724	9,800
Newly registered apprentices	3,202	3,100
Youth apprentices	3,508	4,500
Purchase of technical training seats	6,123	6,100
Technical training attendance	5,710	5,900
Upgrader/updaters in technical training (cost shared seats only)	115	0
Training allowance claims processed	5,710	5,900
Employer consultations	3,953	3,700
Work experience assessments administered	21,206	20,000
Psycho-educational assessments administered	127	90
Written examinations administered	2,700	2,500
Practical examinations administered	363	500
Journeyperson certificates issued	1,682	1,450
Industry board/committee meetings held	125	110
Foreign trained worker consultations	208	230
Foreign trained worker assessment documents processed	1,957	1,200
Revenue generation (total non-grant revenue)	$2,338,000	$2,139,300

Certificates issued from July 1, 2011 to June 30, 2012:

- Journeyperson* 1,682
- Proficiency* 53
- Completion of Apprenticeship* 1,541
- Learners* 245
- Apprentice Year Cards (issued to each apprentice at the completion of a level of training) 7,578

*For an explanation of the type of certificates issued, please see Appendix G: Definitions of Terms Used in This Report, pg. 43.

Appendix C:
Registrations, Completions and Cancellations by Designated Trade 2011-12

Trade	Number of Apprentices June 30, 2011	Registrations	Cancellations	Completions	Number of Apprentices June 30, 2012
Agricultural Machinery Technician	209	66	31	32	212
Aircraft Maintenance Engineer Technician*					
Automotive Service Technician	411	120	75	71	385
Boilermaker	30	16	0	11	35
Bricklayer	61	18	6	6	67
Cabinetmaker	10	2	0	0	12
Carpenter	1,327	451	311	147	1320
– Sub-trade: Framer	5	2	0	0	7
– Sub-trade: Scaffolder	308	94	99	18	285
Construction Craft Labourer	8	7	6	0	9
Cook	139	47	22	16	148
Crane and Hoist Operator	14	5	5	1	13
– Sub-trade: Boom Truck Operator "A"	43	22	10	10	45
– Sub-trade: Boom Truck Operator "B"	11	2	1	1	11
– Sub-trade: Hoist Operator	0	0	0	0	0
– Sub-trade: Hydraulic Crane Operator	50	30	10	8	62
– Sub-trade: Lattice Boom Crane Operator	9	1	3	2	5
– Sub-trade: Tower Crane Operator	1	3	0	0	4
Drywall and Acoustical Mechanic	0	0	0	0	0
Electrician	1,680	575	135	282	1838
Electronics Assembler	8	6	1	2	11
Esthetician - Nail Technician	3	1	0	0	4
Esthetician - Skin Care Technician	3	1	0	1	3
Food and Beverage Person	50	26	5	28	43
Glassworker	18	7	0	2	23
Guest Services Representative	14	13	3	13	11
Hairstylist	459	196	15	143	497
Heavy Duty Equipment Mechanic	290	93	31	63	289
Horticulture Technician	3	0	0	1	2
Industrial Instrument Technician	112	48	16	32	112
Industrial Mechanic (Millwright)	501	165	40	100	526
Insulator	33	27	4	2	54
Ironworker Reinforcing Rebar	8	1	0	0	9
Ironworker Structural	122	38	8	18	134
Locksmith	4	3	0	0	7
Machinist	168	38	46	31	129
Meat Cutter	3	0	0	0	3

Trade	Number of Apprentices June 30, 2011	Registrations	Cancellations	Completions	Number of Apprentices June 30, 2012
Motor Vehicle Body Repairer	127	47	31	23	120
– Sub-trade: Motor Vehicle Body Refinisher	2	0	0	0	2
Painter And Decorator	8	2	1	0	9
Partsperson	88	27	13	3	99
Pipeline Equipment Operator					
Endorsement: Dozer Operator	4	0	0	0	4
Endorsement: Excavator Operator	0	0	0	0	0
Endorsement: Grader Operator	0	0	0	0	0
Endorsement: Sideboom Operator	1	0	0	0	1
Plasterer	0	0	0	0	0
Plumber	969	260	111	140	978
Pork Production Technician	0	0	0	0	0
Endorsement: Breeder	0	0	0	0	0
Endorsement: Facilities Maintenance	0	0	0	0	0
Endorsement: Farrowing	0	0	0	0	0
Endorsement: Grower-Finisher	0	0	0	0	0
Endorsement: Nursery Management	0	0	0	0	0
Powerline Technician	197	64	15	39	207
Refrigeration Mechanic	120	34	23	20	111
Rig Technician					
- Motorhand (Level One)	160	108	39	23	206
- Derrickhand (Level Two)	71	35	16	11	79
- Driller (Level Three)	62	14	4	15	57
Roofer	66	12	51	1	26
Sheet Metal Worker	287	74	59	30	272
Sprinkler Systems Installer	44	15	8	9	42
Steamfitter-Pipefitter	187	77	15	17	232
– Sub-trade: Petroleum Installer Technician	6	1	1	1	5
Steel Fabricator	45	19	9	5	50
Tilesetter	11	1	1	1	10
Truck and Transport Mechanic	202	64	38	38	190
Water Well Driller	0	0	0	0	0
Welder	670	224	61	124	709
– Sub-trade: Semiautomatic Welding Production Operator	0	0	0	0	0
TOTAL	9,442	3,202	1,379	1,541	9,724

** Aircraft Maintenance Engineer Technicians are registered by Manitoba Apprenticeship, to comply with Transport Canada regulations.*

Appendix D:
Attendance in Apprenticeship Technical Training by Trade and Stage of Training 2011-12

Trade	Enrolment Levels				
	All Levels	First	Second	Third	Fourth
Agricultural Machinery Technician	132	56	20	24	32
Aircraft Maintenance Engineer Technician[1]	0	0	0	0	0
Automotive Service Technician	302	52	79	91	80
Boilermaker	38	9	8	10	11
Bricklayer	24	12	12	0	n/a
Cabinetmaker	5	2	1	2	0
Carpenter	909	292	240	174	203
- Sub-trade: Framer	0	0	n/a	n/a	n/a
- Sub-trade: Scaffolder	138	49	35	31	23
Construction Craft Labourer	0	0	0	n/a	n/a
Cook	67	17	22	28	n/a
Crane and Hoist Operator	4	1	1	2	n/a
- Sub-trade: Boom Truck Operator "A"	26	11	15	n/a	n/a
- Sub-trade: Boom Truck Operator "B"	8	4	4	n/a	n/a
- Sub-trade: Hydraulic Crane Operator	32	10	14	8	n/a
- Sub-trade: Lattice Boom Crane Operator	3	0	1	2	n/a
- Sub-trade: Tower Crane Operator	1	1	0	n/a	n/a
Drywall and Acoustical Mechanic	0	0	0	0	n/a
Electrician	1,309	293	381	335	300
Electronics Assembler	9	6	3	n/a	n/a
Food and Beverage Person**	12	12	n/a	n/a	n/a
Glassworker	11	1	1	5	4
Guest Services Representative**	12	12	n/a	n/a	n/a
Hairstylist*	0	n/a	n/a	n/a	n/a
Heavy Duty Equipment Mechanic	191	35	48	48	60
Horticulture Technician	2	1	0	1	0
Industrial Instrument Mechanic	43	12	9	10	12
Industrial Mechanic (Millwright)	368	82	60	119	107
Insulator	17	10	0	7	n/a
Ironworker Reinforcing Rebar	0	0	0	n/a	n/a
Ironworker Structural	69	24	21	24	n/a
Locksmith	0	0	0	0	0
Machinist	76	12	11	19	34
Meat Cutter	0	0	0	0	n/a
Motor Vehicle Body Repairer	87	12	22	24	29
- Sub-trade: Motor Vehicle Body Refinisher	0	0	0	n/a	n/a

Trade	Enrolment Levels				
	All Levels	First	Second	Third	Fourth
Painter and Decorator	2	1	1	0	n/a
Partsperson	45	22	11	12	n/a
Pipeline Equipment Operator	0	0	0	n/a	n/a
Plasterer[2]	0	0	0	0	n/a
Plumber	758	223	193	180	162
Pork Production Technician	0	0	0	n/a	n/a
Power Lineperson	180	45	48	46	41
Refrigeration Mechanic	90	24	22	21	23
Rig Technician	36	18	0	18	n/a
Roofer	6	3	3	0	n/a
Sheet Metal Worker	141	59	34	24	24
Sprinkler Systems Installer	20	8	6	6	n/a
Steamfitter-Pipefitter	124	42	40	28	14
- Sub-trade: Petroleum Installer Technician	0	0	0	0	n/a
Steel Fabricator	28	11	10	7	n/a
Tilesetter	0	0	0	0	n/a
Truck and Transport Mechanic	131	24	35	24	48
Water Well Driller	0	0	0	n/a	n/a
Welder	254	64	65	125	n/a
- Sub-trade: Semiautomatic Welding Production Operator	0	0	n/a	n/a	n/a
TOTAL	5,710	1,572	1,476	1,455	1,207

[1]Aircraft Maintenance Engineer Technicians are registered with Manitoba Apprenticeship
[2]Plasterer - There is presently no technical training available in Canada for this trade
**Technical training is completed prior to registration. 2009-2010 had a pilot conducted using the apprenticeship model*
***Technical training is in partnership with Saskatchewan Tourism*
n/a - No applicable training for this trade/level
NOTE: Totals do not include 128 seats for upgrading training.

Appendix E:
Journeyperson Examinations 2011-12

Trade	Total Exams Written	Total Successful	Total Unsuccessful
Agricultural Machinery Technician	52	32	20
Aircraft Maintenance Engineer Technician*	n/a	n/a	n/a
Automotive Service Technician	106	93	13
Boilermaker	12	11	1
Bricklayer	2	n/a	n/a
Cabinetmaker	1	n/a	n/a
Carpenter	233	156	77
Sub-trade: Framer	1	n/a	n/a
Sub-trade: Scaffolder	27	18	9
Construction Craft Labourer	22	9	13
Cook	67	38	29
Crane and Hoist Operator	7	6	1
Sub-trade: Boom Truck Operator "A"	22	16	6
Sub-trade: Boom Truck Operator "B"	10	6	4
Sub-trade: Hoist Operator	0	0	0
Sub-trade: Hydraulic Crane Operator	13	10	3
Sub-trade: Lattice Boom Crane Operator	0	0	0
Sub-trade: Tower Crane Operator	0	0	0
Drywall and Acoustical Mechanic	0	0	0
Electrician	363	288	75
Electronics Assembler	4	n/a	n/a
Esthetician - Nail Technician	5	n/a	n/a
Esthetician - Skin Care Technician	5	n/a	n/a
Food and Beverage Person			
Glassworker	4	n/a	n/a
Guest Services Representative	0	0	0
Hairstylist	280	207	73
Heavy Duty Equipment Mechanic	100	84	16
Horticulture Technician	2	n/a	n/a
Industrial Instrument Technician	35	32	3
Industrial Mechanic (Millwright)	145	101	44
Insulator	9	6	3
Ironworker Reinforcing Rebar	0	0	0
Ironworker Structural	24	18	6
Locksmith	1	n/a	n/a
Machinist	40	33	7
Meat Cutter	0	0	0
Endorsement: Processor	0	0	0

Trade	Total Exams Written	Total Successful	Total Unsuccessful
Endorsement: Slaughterer	0	0	0
Motor Vehicle Body Repairer	35	29	6
Sub-trade: Motor Vehicle Body Refinisher	0	0	0
Painter and Decorator	4	n/a	n/a
Partsperson	20	13	7
Pipeline Equipment Operator	0	0	0
Endorsement: Dozer Operator	0	0	0
Endorsement: Excavator Operator	0	0	0
Endorsement: Grader Operator	0	0	0
Endorsement: Sideboom Operator	0	0	0
Plasterer	0	0	0
Plumber	188	138	50
Pork Production Technician	0	0	0
Endorsement: Breeder	0	0	0
Endorsement: Facilities Maintenance	0	0	0
Endorsement: Farrowing	0	0	0
Endorsement: Grower-Finisher	0	0	0
Endorsement: Nursery Management	0	0	0
Powerline Technician	42	40	2
Refrigeration Mechanic	25	22	3
Rig Technician	0	0	0
- Motorhand (Level One)	0	0	0
- Derrickhand (Level Two)	4	n/a	n/a
- Driller (Level Three)	84	43	41
Roofer	5	n/a	n/a
Sheet Metal Worker	31	29	2
Sprinkler Systems Installer	10	9	1
Steamfitter-Pipefitter	30	28	2
Sub-trade: Petroleum Installer Technician	0	0	0
Steel Fabricator	14	7	7
Tilesetter	3	n/a	n/a
Truck and Transport Mechanic	59	45	14
Water Well Driller	1	n/a	n/a
Welder	213	129	84
Sub-trade: Semiautomatic Welding Production Operator	0	0	0
TOTAL	2360	1726	634

**Aircraft Maintenance Engineer Technicians are registered with Manitoba Apprenticeship to comply with Transport Canada regulations.*
n/a - Due to a SATCC privacy policy, results are not reported for trades with less than six journeypersons.

Appendix F:
Saskatchewan's Industry Sectors and Designated Trades

Agriculture, Tourism and Service

Cook (IP)
Esthetician
- Nail Technician
- Skin Care Technician

Food and Beverage Person
Guest Services Representative
Hairstylist (IP)
Horticulture Technician (IP)
Locksmith
Meat Cutter
- □ Processor
- □ Slaughterer

Pork Production Technician
- Breeder
- Facilities Maintenance
- Farrowing
- Grower-Finisher
- Nursery Management

Construction

Boilermaker (IP)
Bricklayer (IP)
Cabinetmaker (IP)
Carpenter (IP)
- □ Framer
- □ Scaffolder

Construction Craft Labourer (IP)
Crane and Hoist Operator (IP)
- □ Boom Truck Operator "A"
- □ Boom Truck Operator "B"
- □ Hoist Operator
- □ Hydraulic Crane Operator
- □ Lattice Boom Crane Operator
- □ Tower Crane Operator

Drywall and Acoustical Mechanic (IP)
Electrician (IP)*
Glassworker (IP)
Industrial Mechanic (Millwright) (IP)*
Insulator (IP)
Ironworker Reinforcing Rebar (IP)
Ironworker Structural (IP)
Painter and Decorator (IP)
Pipeline Equipment Operator
- Dozer Operator
- Excavator Operator
- Grader Operator
- Sideboom Operator

Plasterer
Plumber (IP)
Powerline Technician (IP)
Refrigeration Mechanic (IP)*
Roofer (IP)
Sheet Metal Worker (IP)
Sprinkler Systems Installer (IP)
Steamfitter-Pipefitter (IP)
- □ Petroleum Installer Technician

Tilesetter (IP)
Water Well Driller

Production and Maintenance

Electrician (IP)*
Electronics Assembler
Industrial Instrument Technician (IP)
Industrial Mechanic (Millwright) (IP)*
Machinist (IP)
Refrigeration Mechanic (IP)*
Rig Technician (IP)
- Motorhand (Level One)
- Derrickhand (Level Two)
- Driller (Level Three) (IP)

Steel Fabricator (IP)
Welder (IP)
- □ Semiautomatic Welding Production Operator

Motive Repair

Agricultural Machinery Technician (IP)
Aircraft Maintenance Engineer Technician
Automotive Service Technician (IP)
Heavy Duty Equipment Mechanic (IP)
Motor Vehicle Body Repairer (IP)
- □ Motor Vehicle Body Refinisher (IP)

Partsperson (IP)
Truck and Transport Mechanic (IP)

□ *Represents a sub-trade or endorsement*
• *Represents a journeyperson certificate in the trade specialty*
* *The designated trade is part of more than one industry sector*
(IP) This trade or sub-trade is recognized with the Red Seal interprovincial status

Appendix G:
Definition of Terms Used in This Report

Act and Regulations: *The Apprenticeship and Trade Certification Act 1999* and regulations are the authority under which the program operates.

Apprentice: An individual who is working in a designated trade and has signed a contract of apprenticeship with his or her employer and the Apprenticeship and Trade Certification Commission. Note: Apprentices are not students. They are employees in a skilled trade in which they are acquiring skills.

Apprenticeship Training: A system of training that has two main components: workplace training and technical training. The apprentice, the employer or joint training committee, and the Director of Apprenticeship sign a contract of apprenticeship. Apprentices learn the knowledge and skills associated with a trade through workplace training which is supervised by a certified journeyperson, combined with technical training. Upon completion of the final level of training, apprentices are eligible to write the journeyperson examination.

Certificate of Completion of Apprenticeship: A certificate issued to an apprentice who has completed the prescribed apprenticeship term for their designated trade; has successfully completed all levels of technical training required; has met all requirements for the Journeyperson Certificate of Qualification; and has submitted a record book to the Commission in designated trades which require a record book.

Compulsory Apprenticeship: An individual must be an apprentice or a journeyperson to work in the trade. There are four compulsory apprenticeship trades in Saskatchewan: Electrician, Plumber, Refrigeration Mechanic and Sheet Metal Worker.

Designated Trade: An occupation designated under *The Apprenticeship and Trade Certification Act, 1999.* Designation of an occupation means that legislated rules apply; and that standards, technical training and certification examinations are established.

Interprovincial Standards Red Seal Program (Red Seal): A national certification program that assists workers seeking employment in any province/territory in Canada.

Journeyperson: An individual who has worked at a trade for several years, passed all examinations, and has been issued a Journeyperson Certificate of Qualification from the Saskatchewan Apprenticeship and Trade Certification Commission or other Canadian apprenticeship authority.

Journeyperson Certificate of Qualification: A certificate issued to a person pursuant to Section 29 of *The Apprenticeship and Trade Certification Commission Regulations.*

Learner's Certificate: A certificate in a designated trade issued to an applicant who has met the eligibility requirements set by the Commission and trade regulations.

Proficiency Certificate: A certificate is issued to reflect an individual's ability in a significant area of their trade.

Saskatchewan Apprenticeship and Trade Certification Commission (SATCC or the Commission): SATCC is responsible for administering the programs for apprenticeship training, trade certification, upgrading for non-journeypersons and updating for journeypersons.

Sub-trade: A branch of a designated trade that is recognized for training and certification purposes.

Tradesperson: An individual who is working at one of the non-compulsory designated trades, but is not an apprentice or a journeyperson.

Trade Qualifier: A tradeperson who is not a registered apprentice, but has established eligibility to challenge a certficiation examination.

Updating: Training designed to enhance the skills of an individual who already holds journeyperson status.

Upgrading: Training designed to assist a tradesperson in preparing for journeyperson certification.

Voluntary Apprenticeship: Workers are encouraged to take apprenticeship training or attain journeyperson certification, but it is not a mandatory requirement to work in the trade.

Work (Workplace) Experience: Also known as "experiential learning." The experience an individual gains on a job site learning the skills and performing the actual tasks involved in the work of the trade/occupation.

Appendix H:
Saskatchewan Apprenticeship and Trade Certification Commission Offices

Head Office

Saskatchewan Apprenticeship and Trade
Certification Commission
2140 Hamilton Street
Regina SK S4P 2E3

Phone:	(306) 787-2444
Fax:	(306) 787-5105
Toll-free:	1-877-363-0536
Email:	apprenticeship@gov.sk.ca
Website:	www.saskapprenticeship.ca

Regional Offices

Apprenticeship and Trade Certification
Commission
Estevan Regional Office
Box 5000
1302 - 3rd Street
Estevan SK S4A 0S2

Apprenticeship and Trade Certification
Commission
Mistasinihk Place
Box 5000
1328 LaRonge Avenue
La Ronge SK S0J 1L0

Apprenticeship and Trade Certification
Commission
Moose Jaw Regional Office
W.G. Davies Building
Room 222, 110 Ominica Street West
Moose Jaw SK S6H 6V2

Apprenticeship and Trade Certification
Commission
North Battleford Regional Office
1146 - 102 Street
North Battleford SK S9A 1E9

Apprenticeship and Trade Certification
Commission
Prince Albert Regional Office
Box 3003
141 - 15th Street East
Prince Albert SK S6V 6G1

Apprenticeship and Trade Certification
Commission
Saskatoon Regional Office
603 - 45th Street West
Saskatoon SK S7L 5W5

Apprenticeship and Trade Certification
Commission
Swift Current Regional Office
Room 521.9, 350 Cheadle Street West
Swift Current SK S9H 4G3

Apprenticeship and Trade Certification
Commission
Yorkton Regional Office
Room 302, 120 Smith Street East
Yorkton SK S3N 3V3